[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Decision Regarding Your Request for On-Site Transfer

Dear [Employee Name],

Thank you for submitting your formal request to transfer from your current remote position to an on-site role at our [Office Location] facility.

After reviewing your application and evaluating our current operational requirements, we are unable to approve your request for an on-site transfer at this time. This decision is based on the following factor(s):

- [Reason: e.g., Limited desk capacity at the requested location]
- [Reason: e.g., Your current role is designated as remote-only]
- [Reason: e.g., Lack of available on-site vacancies in your specific department]

Please note that this decision does not reflect your job performance. You will remain in your current remote position under your existing terms of employment. We encourage you to keep performing at your current high standard and to check for future internal postings that may align with your preference for on-site work.

If you have any questions regarding this decision, please feel free to contact the Human Resources department.

Sincerely,

[Manager Signature]

[Manager Name]
[Title]
[Company Name]